



COUNTY OF LOS ANGELES  
**HISTORICAL LANDMARKS and RECORDS COMMISSION**

B-50 Kenneth Hahn Hall of Administration · 500 West Temple Street · Los Angeles, CA 90012  
213/974-1431

Louis Skelton, CHAIRMAN • Stephen Sass, VICE-CHAIR  
Helen J. Monteilh • Yolanda Duarte-White • Ivy Sun, COMMISSIONERS

**MINUTES OF THE MEETING OF FEBRUARY 6, 2009**

Room 372, Kenneth Hahn Hall of Administration  
500 West Temple Street, Los Angeles, CA 90012

**PRESENT:**

Stephen J. Sass, Vice Chair  
Yolanda Duarte-White  
Ivy Sun

**EXCUSED ABSENT:**

Louis Skelton  
Helen J. Monteilh

**EX OFFICIO REPRESENTATIVES:**

Robert Seal, County Library  
William D. Estrada, Museum of Natural History

**GUESTS:**

Kary L. Golden, Countywide Records and Archives, Coordinator  
John Lazuk, Deloitte Financial Advisory Services, Project Manager

**OTHERS PRESENT:**

Rosemary Osuna, Staff  
Audra Galang, Staff  
Gabriel Alexander, Staff

**CALL TO ORDER**

Vice Chair Sass called the meeting to order at 9:30 a.m.

**APPROVAL OF THE JANUARY 11, 2008 MINUTES**

On motion of Commissioner Duarte-White, seconded by Commissioner Sun, and unanimously carried, the minutes for the meeting of January 11, 2008, were approved as submitted.

**UPDATE ON THE COUNTY RECORDS PROGRAM**

Kary L. Golden, Countywide Records and Archives, Coordinator, gave a brief overview of the County Records Program, introduced Mr. John Lazuk, Deloitte Financial Advisory Services, Project Manager, and added the following:

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- The Chief Executive Office (CEO) has contracted with Deloitte Financial Advisory Services (Deloitte) through June 30, 2009.
- Deloitte will assist the County in establishing a County Records Program (Program) and will: 1) help County departments with record inventories and retention schedules, 2) finalize the County's General Retention Schedule, and 3) establish County-wide policies and procedures for the Program.
- There are nine tasks to the Program, including: 1) electronic records, 2) paper records, 3) automation of the Program 4) establishing recommendations for County record centers, 5) staffing for the Program, 6) training for records coordinators, 7) methodology for artwork inventory, 8) legal requirements on records retention for the Program, and 9) Historical and Archival records process.

Mr. Lazuk further added that:

- Deloitte will assist the County with the nine tasks, as identified by Mr. Golden. He noted that all the tasks for the County's Records Program have multiple deliverables and that Deloitte will provide the County with a records retention framework and the necessary guidelines and legal requirements for improved management of the County's record keeping needs.
- There are four reasons for records retention – 1) legal requirements, 2) business use, 3) fiscal reporting, and 4) historical. Deloitte will address all of these areas, and leave the County with recommendations for implementation of the Program.
- Deloitte will conduct research on the legal requirements for records retention because often time records are kept longer than the legal requirements set forth by law and regulation.
- The Historical and Archival records task of the Program will most likely impact the Historical Records and Landmarks Commission.
- In 2003-04, the CEO directed County departments to look into an inventory of artwork, and in 2004-05, five Departments submitted inventories, including the Natural History Museum, Los Angeles County Museum of Art and the Registrar-Recorder/County Clerk. Deloitte will continue to work on this endeavor, and will submit a report on the status of the delivery of these inventories based on the statement of work by Deloitte. A copy of this report will be provided to the Commission for its review.

Mr. Lazuk further added that Deloitte Financial Advisory Services will work with all County departments, and begin the Program by taking inventory of the existing stored and archived records. Subsequently, Deloitte will make the necessary recommendations for implementation of the Program within budget constraints and adherence to legal requirements and County policy. He also recommended that the County contract with an expert entity to provide training on the historical archive process.

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After discussion, Mr. Lazuk made himself available to the Commission for review of any resources, networking prospects, or any additional questions and/or concerns as they arise.

Ex Officio, Robert Seal, County Library, suggested that the Commission explore the possibilities of having the Los Angeles Preservation Network sponsor and/or provide a presentation/workshop to LA County records coordinators regarding *preservation*.

The Commission thanked Mr. Kary L. Golden and Mr. John Lazuk for their informative presentation.

(Mr. Lazuk was excused from the meeting at 10:03 a.m.)

**CHAIRMAN'S REPORT**

In the absence of Chair Skelton, the Commission deferred the Chair's report to the next meeting.

**STAFF REPORT**

Rosemary Osuna, Staff, reported on a Board mandate regarding mandatory *Sexual Harassment Prevention* and *Cultural Diversity* training that requires all County Commissioners' participation. All Commissioners are required to complete these training courses every 2 years or to provide proof of any equivalent training received.

**ELECTION OF OFFICERS**

The Commission deferred the election of Officers to the next Commission meeting.

**2009 COMMISSION MEETING SCHEDULE**

The Commission agreed to meet in Room 372 of the Kenneth Hahn Hall of Administration, 500 W. Temple St., Los Angeles, CA on a Friday, at 9:30 a.m. of the following months:

- April 2009
- June 2009
- September 2009
- November 2009

**EX OFFICIO MEMBER REPORTS**

Vice Chair Sass introduced and welcomed ExOfficios, William D. Estrada, Museum of Natural History and Robert Seal, County Library.

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**MATTERS NOT ON THE POSTED AGENDA (TO BE PRESENTED AND PLACED ON THE AGENDA FOR ACTION AT A FUTURE MEETING)**

The Commission agreed to place the following items at a future meeting:

- Invitation of entities that could be instrumental in providing the Commission with information regarding registered and nonregistered properties within the unincorporated areas of Los Angeles County, specifically those properties of the Los Angeles Unified School District. Vice Chair Sass suggested that the Commission invite the County schools superintendent, the LA Conservancy and the Public Advisory Committee. *Ex Officio* Seal suggested inviting the County's Office of Education, and *Ex Officio* Estrada suggested inviting the Historical Society of Southern California and the LA City Historical Society.
- Review of any existing mailing list that Commission staff used to extend invitations to stakeholders.
- Discussion on the County's participation in determining whether historical classification should be given to former public servants' documents at the end of their County career and where the documents classified as historical archives should be stored.

**PUBLIC COMMENT**

There was none.

**ADJOURNMENT**

There being no further business, on motion of Commissioner Duarte-White, seconded by Commissioner Sun, the meeting was adjourned at 10:30 a.m.